

## Sample Letter to an At-Risk Community Leader

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<Date>

Esteemed <Dr., Mr. or Ms.> <Recipient's Name>

<Title>

<Street Address>

<City, ST ZIP>

Dear <Recipient's Name>:

I respectfully request your help addressing a health problem that is disproportionately impacting people from <name the area> living in our <state, county, city, community>. As a respected community leader, your perspectives on how we might work together to address this problem are crucial to our ability to better serve <name of at-risk community>.

The health problem I am referring to is tuberculosis (TB). TB is both curable and preventable. However, left untreated, TB can be easily transmitted to loved ones and can be fatal.

I am seeking participation by you, a respected community leader, in a TB partnership we are forming to <describe the overall purpose or need you are trying to address>. In addition to community leaders, we are seeking participation from <list participating stakeholder groups>.

As a first step in exploring partnering, would you be willing to meet with <name and title> from my office so that we can learn more about the <name> community in our state? <He/she> will be calling you later in the week to see whether a meeting is possible and to answer any questions you may have about TB or our agency and its work. Should you wish to contact me directly, I can be reached at <phone number> or <e-mail address>.

Thank you for your time and consideration.

Sincerely,

<Name>

<Title>

<Organization>

<It is often helpful to have the letter come from the state TB controller, since it shows community leaders that there is a high level of organizational support for the partnership.>